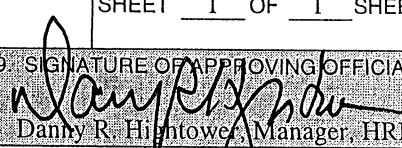
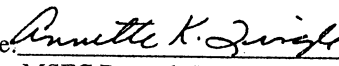
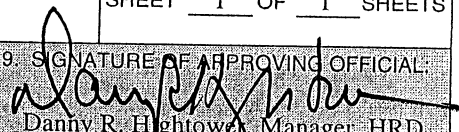
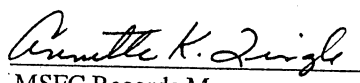
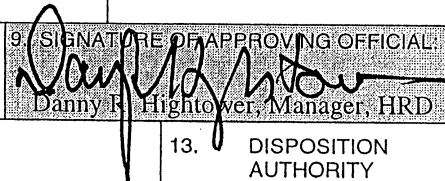
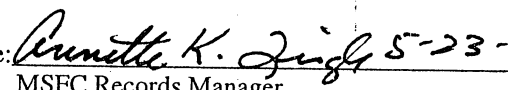


1. RECORDS PLAN (Check one): <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Revised		2. DATE PREPARED: 05/12/2003		3. OFFICE OF RESPONSIBILITY (Include organizational element; department, group, etc.): CaER Directorate, Human Resources Department, CD10			SHEET <u>1</u> OF <u>1</u> SHEETS	
4. CUSTODIAN: Billie Griffis		5. PHONE NUMBER: 544-7497		6. BLDG. NO.: 4200	7. RM NO.: 312	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.): Building 4200, Room 312 and 312E		
10. AFS NO.		11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT				9. SIGNATURE OF APPROVING OFFICIAL: <i>Danny R. Hightower</i> Danny R. Hightower, Manager, HRD		
						12. DISPOSITION INSTRUCTIONS		
1070		HISTORY OFFICE FILES - ADMINISTRATIVE Routine office files, general correspondence, and other materials related to the day-to-day operations and management of the history office and its programs. Filed by: Subject and in accordance with correspondence guidelines.				Retire to Federal Records Center when 2 years old. Destroy when 6 years old.		
1101		ORGANIZATIONAL FILES A. Organizational charts, NASA Directives, and reorganization studies, graphic illustrations which provide a detailed description of the arrangement and administrative structure of the functional units of an agency. Reorganization studies are conducted to design an efficient organizational framework most suited to carrying out the agency's programs and include materials such as final recommendations, proposals, and staff evaluations. These files also contain administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent of limits of an agency's programs and projects. (NOTE: Excluded from this series are those Organization Charts included in the NASA Directives System -- See Item 72 of this Schedule)				*Permanent* Retire to Federal Records Center when 5 years old. Transfer to NARA in 5 year blocks when 20 years old.		
						Concurrence: <i>Cornette K. Zing</i> 5-23-03 MSFC Records Manager		
						13. DISPOSITION AUTHORITY NRRS 1/11 <DA: N1-255-94-1, 11> NRRS 1/12 <DA: N1-255-94-1> (N 1-3)		

1. RECORDS PLAN (Check one): <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Revised		2. DATE PREPARED: 05/12/2003		3. OFFICE OF RESPONSIBILITY (Include organizational element; department, group, etc.): CaER Directorate, Human Resources Department, CD10			SHEET <u>1</u> OF <u>1</u> SHEETS	
4. CUSTODIAN: Danny R. Hightower		5. PHONE NUMBER: 544-7496		6. BLDG. NO.: 4200	7. RM NO.: 312D	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.): Building 4200, Room 334		
						9. SIGNATURE OF APPROVING OFFICIAL:  Danny R. Hightower, Manager, HRD		
10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT				12. DISPOSITION INSTRUCTIONS		13. DISPOSITION AUTHORITY	
3000	<p>OFFICIAL PERSONNEL FOLDER (FILE) (Records filed on the RIGHT side of the Official Personnel Folder (OPF). (See b. for temporary papers on the LEFT side of the OPF.) Folders covering employment terminated after December 31, 1920, excluding those selected by the National Archives and Records Administration for permanent retention.) Filed by: Alphabetical Order</p> <p>A. TRANSFERRED EMPLOYEES. RECORD COPY: HQ - Office of Human Resources & Education</p> <p>B. SEPARATED EMPLOYEES. RECORD COPY: HQ - Office of Human Resources & Education</p>				<p>See agency instructions relating to folders of employees transferred to another agency.</p> <p>Transfer folder to National Personnel Records Center, St. Louis, MO 30 days after separation. NPRC will destroy 65 years after separation from the Federal service.</p> <p>Concurrence:  5-23-03 MSFC Records Manager</p>		<p>NPRS 3/1A [GRS 1-1a] (N 15-1)</p> <p>NPRS 3/1B [GRS 1-1b]</p>	

1. RECORDS PLAN (Check one): <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Revised		2. DATE PREPARED: 05/12/2003		3. OFFICE OF RESPONSIBILITY (Include organizational element; department, group, etc.): CaER Directorate, Human Resources Department, CD10			SHEET <u>1</u> OF <u>1</u> SHEETS	
4. CUSTODIAN: Amy Rape		5. PHONE NUMBER: 544-7002		6. BLDG. NO.: 4200		7. RM NO.: 322C		8. LOCATION OF RECORDS (Bldg. No., Room No., etc.): Building 4200, Room 322
						9. SIGNATURE OF APPROVING OFFICIAL: <i>[Signature]</i> Danny R. Hightower, Manager, HRD		
10. AFS NO. 3300	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT OUTSIDE EMPLOYMENT FILES Documents relating to outside work or services performed by NASA employees in addition to their official duties. Filed by: Alphabetical order			12. DISPOSITION INSTRUCTIONS Destroy 3 years after termination of approved employment or 3 years after disapproval of outside employment. Concurrence: <i>Annette K. Zing</i> 5-23-03 MSFC Records Manager			13. DISPOSITION AUTHORITY NRPS 3/18 <DA: N1-255-89-4> (N 15-24)	


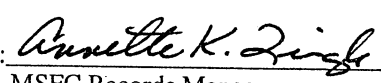
1. RECORDS PLAN (Check one): <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Revised		2. DATE PREPARED: 05/12/2003		3. OFFICE OF RESPONSIBILITY (Include organizational element; department, group, etc.): CaER Directorate, Human Resources Department, CD10			SHEET <u>1</u> OF <u>1</u> SHEETS	
4. CUSTODIAN: Each Human Resources Specialist in Human Resources Department		5. PHONE NUMBER: 544-7496		6. BLDG. NO.: 4200	7. RM NO.: xxx	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.): Building 4200, Room xxx		
						9. SIGNATURE OF APPROVING OFFICIAL:  Danny R. Hightower, Manager, HRD		
10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT				12. DISPOSITION INSTRUCTIONS		13. DISPOSITION AUTHORITY	
3300	<p>COMPETITIVE PLACEMENT PLAN (CPP) FILES</p> <p>Records consist of files used to advertise vacancy announcements and other related documentation which may include but is not limited to the announcement, materials related to the job/position selection, and the vacancy itself.</p> <p>Filed by: Numerical order within particular FY.</p>				<p>Retain on-site within the Personnel Office and destroy when 2 years old. File may be maintained longer if actively being used for litigation, complaints, etc.</p> <p>Concurrence:  5-23-03 MSFC Records Manager</p>		<p>NRES 3/12</p> <p>←DA: N1-255-89-4→</p>	

1. RECORDS PLAN (Check one): <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Revised		2. DATE PREPARED: 05/12/2003		3. OFFICE OF RESPONSIBILITY (Include organizational element; department, group, etc.): CaER Directorate, Human Resources Department, CD10			SHEET 1 OF 1 SHEETS	
4. CUSTODIAN: Resume Operations Center		5. PHONE NUMBER:		6. BLDG. NO.: 4200	7. RM NO.:	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.): Building 4200, Room	9. SIGNATURE OF APPROVING OFFICIAL:  Danny R. Hightower, Manager, HRD	
10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT				12. DISPOSITION INSTRUCTIONS		13. DISPOSITION AUTHORITY	
3300	EMPLOYMENT APPLICATIONS Applications and related records, EXCLUDING records relating to appointments requiring Senatorial confirmation and applications resulting in appointment which are filed in the OPF. Filed by: Recruiting Bulletin Number				Destroy upon receipt of OPM Inspection report or when 2 years old, whichever is earlier, provided the requirements of the OPM's Delegated Examining Operational Handbook are observed.		NRPS 3/13 [GRS 1-15] (N 15 - 16)	
Concurrence:  5-23-03 MSFC Records Manager								

1. RECORDS PLAN (Check one): <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Revised		2. DATE PREPARED: 05/12/2003		3. OFFICE OF RESPONSIBILITY (Include organizational element; department, group, etc.): CaER Directorate, Human Resources Department, CD10			SHEET <u>1</u> OF <u>1</u> SHEETS	
4. CUSTODIAN: Camille Velvet and Phyllis Lones		5. PHONE NUMBER: 544- ?		6. BLDG. NO.: 4200	7. RM NO.: ?	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.): Building 4200, Room ?		
						9. SIGNATURE OF APPROVING OFFICIAL: <i>Danny R. Hightower</i> Danny R. Hightower, Manager, HRD		
10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT				12. DISPOSITION INSTRUCTIONS		13. DISPOSITION AUTHORITY	
3311	OFFERS OF EMPLOYMENT (APPOINTMENT) Correspondence, letters, and telegrams offering appointments to potential employees. Filed by: Announcement Number within particular FY A. ACCEPTED OFFERS. B. DECLINED OFFERS. 1. When name is received from certificate of eligibles. 2. Temporary or excepted appointment. 3. All others.				Destroy when appointment is effective. Destroy when no longer needed. <i>Destroy when appointment is effective</i> Return to OPM with reply and applications. File with application. Destroy immediately. Concurrence: <i>Annette K. Ziegler</i> 5-23-03 MSFC Records Manager		[GRS 1-4a] (N 15-3) <i>NRRS 3/20A</i> <i>NRRS 3/20B.1</i> [GRS 1-4b(1)] <i>NRRS 3/20B.2</i> [GRS 1-4b(2)] <i>NRRS 3/20B.3</i> [GRS 1-4b(3)]	

1. RECORDS PLAN (Check one): <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Revised		2. DATE PREPARED: 05/12/2003		3. OFFICE OF RESPONSIBILITY (Include organizational element; department, group, etc.): CaER Directorate, Human Resources Department, CD10			SHEET <u>1</u> OF <u>1</u> SHEETS	
4. CUSTODIAN: Rick Wallace		5. PHONE NUMBER: 544-8885		6. BLDG. NO.: 4200	7. RM NO.: 334A	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.): Building 4200, Room 334	9. SIGNATURE OF APPROVING OFFICIAL: <i>Danny R. Hightower</i> Danny R. Hightower, Manager, HRD	
10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT				12. DISPOSITION INSTRUCTIONS		13. DISPOSITION AUTHORITY	
3500	POSITION DESCRIPTIONS Files describing established positions including information on title, series, grade, duties, and responsibilities. Filed by: Position Description Number				Destroy 2 years after position description is abolished or description superseded.		<i>NRPS 3/41A</i> [GRS 1-7b] (N 15-6)	
3500	CLASSIFICATION RECORDS A. SURVEYS 1. Classification survey reports on various positions prepared by classification specialists, including periodic reports. 2. Inspection, audit and survey files including correspondence, reports, and other records relating to inspections, surveys, desk audits. Filed by: Position Description Number				Destroy when 3 years old or 2 years after regular inspection, whichever is sooner. Destroy when obsolete or superseded.		<i>NRPS 3/42A.1</i> [GRS 1-7c(1)] (N 15-21) <i>NRPS 3/42A.2</i> GRS 1-7c(2)]	
					Concurrence: <i>Penelle K. Zinge</i> 5-23-03 MSFC Records Manager			

1. RECORDS PLAN (Check one): <input checked="" type="checkbox"/> Initial <input checked="" type="checkbox"/> Revised		2. DATE PREPARED: 05/12/2003		3. OFFICE OF RESPONSIBILITY (Include organizational element; department, group, etc.): CaER Directorate, Human Resources Department, CD10			SHEET <u>1</u> OF <u>1</u> SHEETS	
4. CUSTODIAN: Mack Blackman		5. PHONE NUMBER: 544-7509		6. BLDG. NO.: 4200		7. RM NO.: 334B		8. LOCATION OF RECORDS (Bldg. No., Room No., etc.): Building 4200, Room 7
						9. SIGNATURE OF APPROVING OFFICIAL: <i>Danny R. Hightower</i> Danny R. Hightower, Manager, HRD		
10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT			12. DISPOSITION INSTRUCTIONS			13. DISPOSITION AUTHORITY	
3500	CLASSIFICATION RECORDS B. APPEALS 1. Case files relating to classification appeals, excluding OPM classification certificate. 2. Certificates of classification issued by OPM. Filed by: Alphabetical order by FY.			Destroy 3 years after case is closed. Destroy after affected position is abolished or superseded.			<i>NRRS 3/42B. 1</i> [GRS 1-7d(1)] <i>NRRS 3/42B. 2</i> [GRS 1-7d(2)]	
3771	GRIEVANCE, DISCIPLINARY, AND ADVERSE ACTION FILES C. ADVERSE ACTION FILES (5CFR 752) Case Files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with support papers; Merit Systems Protection Board cases (MSBP); statements of witnesses; employee's reply; hearing notices, reports and decision; reversal of actions; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF.			Destroy 5 years after case is closed.			<i>NRRS 3/54C</i> [GRS 1-30b]	
				Concurrence: <i>Annelle K. Zingale</i> 5-23-03 MSFC Records Manager				

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4. CUSTODIAN: Kevin Plank		5. PHONE NUMBER: 961-0157		6. BLDG. NO.: 4200		7. RM NO.: 312B		8. LOCATION OF RECORDS (Bldg. No., Room No., etc.): Building 4200, Room 312B	
								9. SIGNATURE OF APPROVING OFFICIAL:  Danny R. Hightower, Manager, HRD	
10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT				12. DISPOSITION INSTRUCTIONS				13. DISPOSITION AUTHORITY
3710	LABOR MANAGEMENT RELATIONS RECORDS A. GENERAL RECORDS/CASE FILES Correspondence, memoranda, reports, and other records relating to the relationship between management and employee unions or other groups. 1. Office negotiating agreement. 2. Other offices. B. LABOR ARBITRATION (General) and Case Files Correspondence, forms, and background papers relating to labor arbitration cases.				Destroy 5 years after expiration of agreement. Destroy when superseded or obsolete. Destroy 5 years after final resolution of case.				NRPS 3/52A.1 [GRS 1-28a(1)] (N 15-44) NRPS 3/52A.2 [GRS 1-28a(2)] NRPS 3/52B [GRS 1-28b]
3771	GRIEVANCE, DISCIPLINARY AND ADVERSE ACTION FILES A. GRIEVANCE APPEALS FILES (5 CFR 771) Records originating in the review of grievance and appeals raised by agency employees, except EEO complaints. These case files include statement of witnesses; reports of interviews and hearings; examiner's findings and recommendations; a copy of the original decision; related correspondence and exhibits; and, records relating to a reconsideration request. B. APPEAL RECORD FILES Copy of decisions rendered, review decisions, related correspondence, and other documentation, except record copies of official documents affecting personnel actions.				Destroy 5 years after case is closed. Destroy 7 years after case is closed.				NRPS 3/54A [GRS 1-30a] NRPS 3/54B <DA:N1-255-89-4> (N 15-43)
					Concurrence:  5-23-03 MSFC Records Manager				

